



# PLANNING + NEIGHBORHOOD SERVICES

## Land Use Review

### Human Service Establishment Application

#### Human Service Establishment Application

The signature(s) below hereby certify that the statements made by myself (ourselves) and constituting part of this application are true and correct. I(we) am(are) fully aware that any misrepresentation of any information on this application may be ground for denial of this application. The applicant/owner by their signature understands and agrees that they are responsible for the completion of all required on-site and off-site improvements as shown and approved on the final plan (including landscaping, paving, lighting, etc.) prior to receiving a Certificate of Occupancy. I (we) do hereby agree to all of required provisions and also state that a copy of the State License will be provided to the City Planning Human Service Establishment Coordinator and in addition, a copy of each renewed license will be provided each year hereafter to maintain an active Human Service Establishment Administrative Permit file with the City of Colorado Springs.

Name of Property Owner (required)

*If property owner is an entity or company, a Statement of Authority must be provided.*

Signature of Property Owner

Date

Name of Applicant (if applicable)

Signature of Applicant

Date

#### Human Service Establishment Information

Type of State License

Name of Licensing Agency

#### Establishment Type:

- Human Service Home
- Human Service Residence
- Family Care Home
- Large Family Care Home
- Hospice
- Residential Child Care Facility

- Domestic Violence Safehouse
- Family Support Residence
- Human Service Facility
- Drug and Alcohol Treatment Facility
- Human Service Shelter
- Detoxification Center

#### Applicant Status:

- Individual
- Private Non-Profit
- Private for Profit
- Government
- Other: \_\_\_\_\_



# COLORADO SPRINGS PLANNING

## Land Use Review

Human Service Establishment Application

### Public Notice

Public notice (i.e., posting and surrounding property mailings) in conjunction with the administrative review of this application is at the discretion of Land Use Review.

### Application Requirements

This checklist is intended to assist in preparing a complete plan that will address all City development standards, requirements, and review criteria. The following information must be included with the plan submittal. If justified, the City may except any requirement. The Land Use Review Division may require additional information in accordance with City Code Section 7.5.403: All documents should be neat and legible; inaccurate, incomplete, and poorly completed documents may be rejected.

Please submit via the Planning Department's online submittal system.

#### General Requirements

- One copy of a statement identifying the following:
  - A clear DESCRIPTION of the proposed Human Service Establishment and the amount and type of residents that will be living in the home on a permanent basis.
- VICINITY MAP (does not have to be drawn to scale). The vicinity map should show the proposed site outlined with the existing adjacent streets within the neighborhood
- Provide AUTHORIZATION from the property owner if the applicant is other than the owner. This can be in the form of an authorization letter, but it must specify the extent to which the representative is authorized.
- City Planning may require other ADDITIONAL INFORMATION for this application as needed.

#### Plan Content Requirements

The applicant is required to submit one (1) copy of an IMPROVEMENT LOCATION CERTIFICATE or SITE PLAN identifying the following information

- Indication of the scale (e.g. 1" = 20') and a bar scale.
- North arrow.
- Property address.
- Property lines and dimensions.
- Location and dimensions of fences and existing and/or proposed structures.
- Setbacks of the proposed establishment.
- Location, number, and size of parking spaces provided.
- Location, type, dimension, and size of existing and/or proposed signs.
- Address and phone number of applicant/owner.